



**PRE-Employment Checklist
Travel**

The information provided in this pre-employment package, needs to be completed by the applicant. A self-addressed postage paid envelope has been provided for you to return this information to Richards Healthcare, Inc., or you can fax them: 888-465-5965, 713-468-6505. The rest of the employment package will be sent once this has been received.

- Application
- Credentials and Certifications Checklist
- Reference Check Forms
- Background Check / Disclosure and Release Form
- Authorization to Release Confidential Information / Drug Screen Consent
- Job description
- Clinical Proficiency Profile (Skills Checklist)
- Age Specifics
- Universal Precautions

The applicant will need to provide a copy of the following for our files:

- Resume
- Proof of Current Licensure (attach a copy of current licenses)
- CPR Certification (attach a copy of all current certifications, front and back)
- TB Test or Chest X-ray
- Copy of Valid Driver's License
- Copy of Social Security Card
- Letters of Reference (if applicable)
- Immunization / Vaccination Records

I have enclosed all of the items listed above.

Applicant Signature

Date